

Pampa ISD School Vehicle Use

1. Requests are made through Transfinder.
 - You may access the link on the Pampa ISD website - Transportation Department.
2. Please pick up and return your vehicle at the transportation facility, 116 Purviance St.
3. It is best practice to contact Bill Hieronymus, 669-4995 at least two days prior to your trip to confirm trip details and vehicle.
4. Please submit requests no less than 2 weeks (10 school days) prior to your trip.
5. Personal vehicles may be parked in the garage and locked while on your trip. The garages are locked nightly.
6. Returning vehicles after 5p.m. or weekend:
 - Simply open the garage pull personal vehicle out and place school vehicle inside.
 - Write down your ending mileage on your request form. Request will be given to you at checkout. Place it on the clipboard hanging on the lockbox.
 - Place keys & gas card with receipts in the lockbox inside the garage.
 - Shut garage door & lock side door.

*Vehicles are parked in the smaller green garages. Each vehicle has a number in the top left corner of the windshield and on the door opener that corresponds with the correct garage door.

Teams or Groups, Traveling by Pampa ISD Bus

1. **Submit Trip/Vehicle requests a minimum of 2 weeks (10 school days) prior to a trip.** It is preferred requests be submitted as soon as season schedules are confirmed.
 - Please contact Bill at the Transportation Facility at least two days prior to your trip to confirm details.
2. A Coach, teacher or sponsor should be on each bus traveling to and from the event.
3. The sponsor is responsible for the student behavior on the bus.
4. No loud music should be played on the bus. Headphones are great!
5. The students are allowed to eat on the bus, just please assist in keeping our buses clean, by simply having students pick up after themselves.
6. It is the Coach or Sponsors responsibility on overnight trips to reserve an extra room for the bus driver. The driver will pay for the room separately at check-in.